



Hurlstone Agricultural High School

Boarding School Information Booklet



EXCELLENCE | OPPORTUNITY | LEADERSHIP | COMMUNITY



Welcome to Hurlstone

Deputy Principals Message

I take this opportunity to congratulate your child for being successful in securing a place at Hurlstone Agricultural High School (HAHS).

Living at a boarding school is a diverse and a unique experience. It is an experience like no other and it teaches students the life skills needed to excel in life. With your child under our care, we ensure they are actively connected to their learning, have positive and respectful lifelong relationships and experience a sense of belonging to the school and community.



Living as a boarder, is a wonderful opportunity to learn about other people and to develop friendships. However, it can also be challenging at times, similar to sharing common spaces with a sibling. As a result, we at the boarding school are committed to providing safe, supportive and responsive learning environment for everyone.

Your child will be organised in year groups within their dormitories and receive support and guidance from their dorm monitor, prefects, duty team members, head teacher's welfare, nursing staff, senior executive and the school counsellor.

The school counsellors and student support officer are available in the day school for student support and program implementation. Students can make an appointment to see the counsellor and student support officer for support or a friendly chat through the school's main office or the head teacher's welfare.

For you to contact your child or if you have any concerns, please take note of the following phone numbers:

Please contact the following staff for welfare concerns:

- Mr. Samir Seblani (Welfare boys): 0437 701 081
- Ms. Roxanne West (Welfare girls): 0477 388 742
- Duty Team after School hours: 9829 9232

We look forward to making this new journey for your son/daughter a success and may he/she complete their high school education with everlasting memories

Sailash Krishan

Deputy Principal Boarding

Contacting the School

General Enquiries

Telephone:

Day School - 9829 9222 (8.15am – 3.15pm)

Boarding - 9829 9232

Duty Room Opening Times:

School days - 7.00am to 7.40am, 3.15pm to 5.40pm and 6.15pm to 11.00pm

Weekends - 7.30am to 8.55am, 9.20am to 12.30pm, 1.00pm to 5.25pm, 6.15pm to 11.00pm.

Library Opening Times:

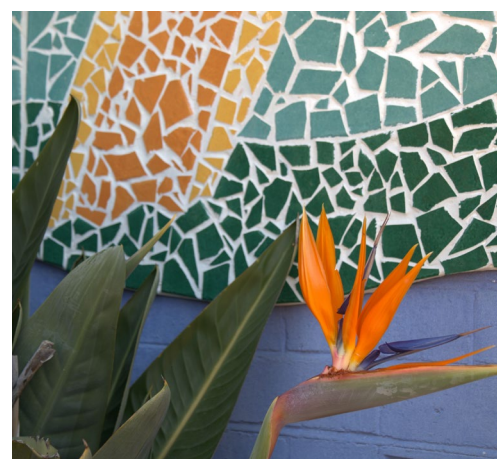
Monday - Thursday - 8.30am to 5.15pm and 6.30pm to 8.00pm

Friday – 8.30am to 3.00pm

Wellbeing Opening Times:

Monday- Sunday (Except Closed Weekend and Term Holidays)

7.30am to 11.00pm



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Life as a Boarder

Introduction

The school through the auspices of the Department of Education (DoE) provides an environment for the boarders to reach their full potential as individuals and members of the "Hurlstone Family". These structures encourage students to care for, and consider, each other and to appreciate the values of Respect, Excellence and Fairness, inherent in an education at Hurlstone Agricultural High School (HAHS).

The boarders are guided in a supportive environment by a committed and collaborative executive, wellbeing, and residential team, including a range of influences and support from the dormitory monitor, student support officer, Head Teachers wellbeing and most importantly, the year advisors. All staff are involved in all aspects of the students' day.

Boarders are provided with a structured environment to support their academic performance and attend a range of activities to provide them with structured study experiences. These include tutorial groups instructed by trained staff and small senior tutorial groups to specifically target and enhance the HSC performance of students.



Aerial view of school grounds including Day School and Boarding facilities

Boarders are provided with an array of facilities to enjoy within the school setting. These include a range of common rooms for different year groups. Boarders can also involve themselves in a range of sporting opportunities through the outstanding sporting facilities within the school grounds which include tennis courts, football fields, soccer pitch, cricket nets and basketball courts.



Aerial view of school grounds including tennis courts, football fields, soccer pitch, cricket nets and basketball courts

All students living as a member of the connectedness have the same rights and responsibilities regardless of their age, gender, race or disability, just as family members/siblings do within a home. As students' progress into the senior years, they are given more independence and increased levels of leadership and responsibility as leaders of the school community.

It is also acknowledged that senior students, due to their level of study and extreme workloads, need quieter areas for study, relaxation time and more physical space. Living with other people, sharing bedrooms, bathrooms and eating areas every day is a wonderful opportunity to learn about other people and to develop friendships. However, it can also be challenging at times, similar to sharing a bedroom with a brother or sister.

There are essential personal qualities necessary for every person in the boarding school to exhibit, which will assist them to become a successful, safe and resilient individual. All students need to bring with them patience, tolerance, understanding, empathy and an acceptance of difference.

Residential Supervision

The residential team consists of five members and includes four residential supervisors and a specific residential supervisor team leader who is located in the duty room. Collectively, they are responsible for the supervision, care and safety of all boarding students.

On weekdays, residential supervision starts from 7.00am to 8.20am then 3.05pm to 11.00pm, whilst on weekends residential supervision starts from 7.30am to 11.00pm.

From 11.00pm each night, overnight supervision is provided by one male and one female residential supervisor staff member residing in our overnight staff accommodation. An active patrolling security guard is on duty between 11.00pm to 7.00am weeknights and 11.00pm to 7.30pm weekends. The security guards conduct random physical patrols of the boarding, day and residential areas of the school.



Students sitting outside of the Duty Room

Boarder Student Leadership Team

The boarding school student leadership team play an important role in the provision of a voice for the student body. They consult, negotiate and collaborate with staff to identify and achieve the needs of the boarding school community.

They take an active role in the Boarder Parent Welfare Support Committee meetings each term and meet regularly with senior boarding staff providing parents and staff with insights and awareness of student/school issues as well as organising activities and events for the benefit of the whole student group.

Dormitories

Dormitories house everyone in various block and rooms across the boarding area, however, there are specific protocols to following in this type of community. Junior boarders are not allowed in individual senior rooms or the senior common room. The same protocols apply to seniors not being authorised to be in the junior rooms. Boys are not allowed in Girl's dormitory and vice versa.

Dormitory Monitors

Dormitory monitors play a leadership role, which is highly valued and respected and support the younger students in the boarding school. They reside in a separate smaller room within the dormitory and act as a confidant and support person for the junior boarders.

They provide an extension to the residential team have a connectedness at the coal face and manage minor internal issues that develop and elevate if an issue if needed.



Student in her Dormitory

Privacy and Personal Space

All students have a right to privacy and personal space. Students and staff are asked to respect each other's privacy and follow the basic practices of knocking and announcing themselves before entering a bedroom. Boarders are to seek another boarder's permission before entering his/her personal area within a dormitory.

Common Rooms

Common rooms are available during free time and are utilised for student passive recreational activities such as watching television, playing cards, board games and preparing snacks. Students are responsible for cleaning after themselves and contributing to the general daily cleaning roster.



Students in common room

There are separate female and male common rooms within each dormitory block.

Visitors to the Boarding School

During business and out of school hours, all visitors, including parents, upon arrival to the school must report to the administration office Block F during business hours or to obtain a visitor's pass/badge.

This enables the school to know who is onsite at all times, especially in the event of a lockdown or accounting for everyone during an evacuation.

All visitors to the school must also remember to sign out when they are leaving by signing out at the same administration area.

Visiting Day Students

Hurlstone day students are welcome to visit and be involved in after school or weekend activities with their friends within the boarding school.

As a visitor to the boarding school, they need to sign in the duty room upon arrival and departure.



Canteen

The school canteen is open before school, recess and lunch for boarders as well as day students. While the canteen does not extend credit, **parents may deposit money into a canteen account for their child to allow them to make purchases without cash.**

Clothing and Personal Requirements

Clothing

As a boarder, you will need to bring various personal items to ensure you have everything you need to live comfortably within the boarding school.

As a boarder living in close proximity to other students, it is paramount to ensure that all personal items are clearly labelled with the student's name so missing items can be identified and returned to the rightful owner. With regard to electrical and highly attractive items, it is highly recommended that these are engraved to increase the level of security for each.

Summer uniform is to be worn to school during terms one and four. Winter uniform is to be worn during terms two and three. Students must be in full school uniform every day.

Students not in uniform must obtain an "out of uniform" pass from their P1 class teacher. Uniforms need to be clean and pressed, shoes polished and shirts tucked in at all times.

Student dress at other times needs to be clean, respectable and appropriate. Night attire is not suitable as day wear or worn in the dining room. Students need to have footwear on at all times when outdoors.

To ensure an adequate attire between school to after school hours, it is suggested that students bring the following items to the boarding school:

- Full school uniform (at least 3 sets), school jumper, jacket or blazer, school hat (compulsory for PE and Agriculture), school shoes and sport shoes, school socks (4 or 5 pairs);
- Sports trackpants/shorts (PE Uniform);
- School bag, books, stationery and other course requirements;
- Four to six sets of casual clothing appropriate for the season;
- A set of sporting clothes or older clothing for physical or outdoor activities;
- One or two good casual and smart outfits;
- Underwear, at least seven sets, and casual socks; and
- Three sets of sleepwear.



Footwear

Students must have appropriate footwear on at all times when outside dormitory blocks. Fully enclosed shoes are required to be worn in all farm areas. Thongs, slippers, joggers, dress shoes and casual covered in shoes are permitted in the boarding school. Students are required to bring their own shoe polishing equipment.

Personal Hygiene

To ensure adequate levels of hygiene both personally and within the school, students are required to:

- Shower twice daily and wash hands after toileting and before meals. Note: Students are expected to walk to and from bathrooms covered appropriately to avoid causing discomfort or embarrassment to others.;
- Use antiperspirant deodorant – roll on only;
- Brush teeth at least twice daily;
- Hang your towel up to dry each day after showering;
- Wash towels and clothing regularly – including ironing;
- Wash sheets and pillowcase on a weekly basis;
- Students should sleep in their pyjamas; and
- Wash sheets and pillowcase on a weekly basis.

Toiletries

Shampoo, conditioner, brush, comb, soap, antiperspirant deodorant, toothbrush, toothpaste, personal hygiene items, nail scissors, tweezers, needle and cotton, nail file, sunscreen, aero guard and prescribed medications. **(Aerosol cans are not permitted. It is a DoE rule that such items must be confiscated and not returned).**

Linen

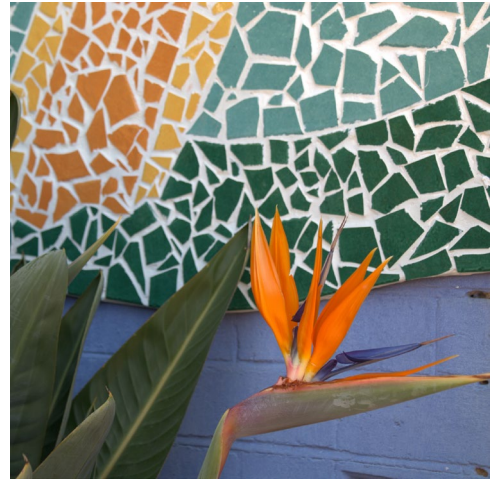
To ensure adequate linen throughout each week students, it is recommended that students possess the following linen:

- Three bath towels;
- Four king single sheets (2 x fitted);
- Pillow;
- Two pillowcases;
- Doona (quilt) and covers or blankets;

Other Personal Items

Students may wish to bring the following personal items:

- Alarm clock/clock radio, personal photos, cards, games, novels and books;
- Appropriate framed print/s paintings or posters to personalise their area;
- Two or three strong padlocks with two keys each for storage cupboards located in their living space.
- Combination locks are handy, however, for keyed padlocks, one key should be placed on a padlock with students name and given to the duty room in case they lose their key.



Contraband Items

There are a series of items that or not authorised with the dormitory or individual boarder rooms. The following list is not exhaustive and provide some examples:

- Refrigerator. A fridge is available in common rooms and are only allowed in senior student rooms if a written request is made to the boarder executive. Students who have fridges must not allow their use by other students;
- Food and snack preparation is restricted to common areas where equipment and space has been provided by the boarding school;
- Microwaves, toasters and other cooking equipment are forbidden in student rooms as they create unacceptable mess and potential fire hazard in sleeping areas;
- Any food items brought into the boarding school must be stored in a seal proof container and stored away neatly;
- Candles, oil burners, incense and mosquito coils are fire hazards and are NOT to be used in the boarding school; and
- Replica guns/cap guns, knives, weapons and laser pointers are not allowed on the school grounds or in the possession of a student.

Room/Bed Inspection (BI) Procedures

Please refer to “Right Place Right Time” document

Out of Bounds

A number of areas are out of bounds to students. These include:

- The north and south farm area unless with written permission from the head teacher agriculture and only after the duty team leader has been informed for each visit;
- Dormitories during school hours without permission from a head teacher welfare or deputy principal;
- Darkened areas at night away from dormitory blocks;
- Leaving the school premises unless on leave; and
- Dormitory buildings of the opposite sex at any time;

Money

Students are asked to keep only small amounts of money with them for personal use. There is an ATM machine in Glenfield shopping centre and Glenfield Post Office also provides ATM facilities. Students should not have large amounts of money at school.

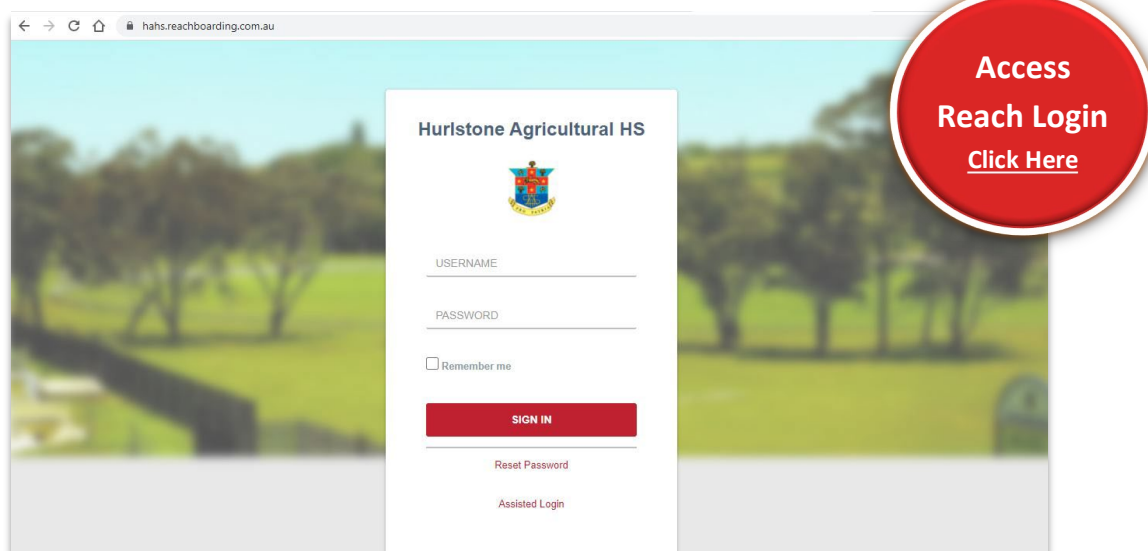


Students sitting in front of Clarke House enjoying the outdoors

Attendance and Leave recording on REACH

Whilst all students are enrolled at HAHS, all boarder enrolment and attendance is managed on the third party application called REACH. It is used to record attendance within the boarding a school and apply for short, medium, and long-term leave, and provides residential supervisors with a quick snapshot of which boarders are on site and who has taken leave.

Parents have the ability to identify and inform when their child will need leave and approve when a child has requested adhoc short term leave from the boarding facility. With REACH it enable parents to remain highly involved with the request and approving of leave so they have the capability to know when their child is after school hours.



Leave Policy /Reach Leave

Before leave is granted for all students, a leave on REACH must be entered by parents/carers and approved by the Executives. Please ensure all leave is submitted at least 24 hours in advance. Students must confirm their leave with boarder administration staff or residential supervisor staff before they leave the school premises.

When entering leave, please complete all sections with appropriate details. Some important features:

- Reason for leave: please supply detail of why the leave is being requested. If this involves leave from the day school, it should only be for serious family or medical reasons (for non 'emergency' medical/dental appointments, please ensure that these are scheduled out of school hours).
- Destination: Please be specific about the destination. An example of this is for students travelling 'home' when the parents do not reside at the same address – please provide more specific information.

Leave Breaches

The school discipline policy will be followed in the event of students failing to follow leave procedures or for providing false leave information.

Leave during School Hours

The NSW DoE Attendance Policy requires that students attend school on all days that the school is open. Therefore, no leave will be approved during school hours unless there is a family emergency or serious medical need.

Leave during school hours can only be approved by the deputy principal or principal. This includes the day preceding closed weekends and the conclusion of each term. Principal approved leave will only be granted if students are required to travel long distances and no other suitable travel arrangements can be made. Principal approved leave will be granted for students utilising school organised Transport NSW travel.

Afternoon and Weekend Leave

Every leave application must be made on the REACH boarding software.

Unless accompanied by an adult, students must return to school by 5.30pm for dinner.

Residential supervisors complete active duty and close the boarder administration office for arrivals at 11.00pm each night. Overnight Security staff foot patrols the site throughout their shift. They do not perform any boarder admissions.

Students who cannot return to school before this time should make alternative arrangements.

Wednesday Sport Afternoon Leave

As most senior students are not involved in Wednesday afternoon sport, they are normally dismissed at the conclusion of period 2.

Day students are then able to leave the school grounds to travel home.

Senior boarding students can return to their rooms for independent study or are able to apply for leave to attend local libraries or shops to obtain necessary resources. Students in the boarding school during this time will be supervised by the teaching staff.



Closed Weekends

A closed weekend normally occurs on the fifth weekend during each term of the scholastic year. On these weekends, all students must leave for home or go to a host residence of their choice.

Boarder administration staff will organise transport for boarders who require transport to their home and back to the boarding school.

All travel arrangements are made on application through the boarder administration at least four weeks prior to travel (Transport NSW requirement). Students can return to school on the Sunday afternoon, or the Monday of a long weekend after 3.05pm. No supervision is available prior to this time.

Students living within the metropolitan area or within a reasonably close distance to the school are required to attend school on the day and depart for home at the conclusion of the school day. Unless exceptional circumstances exist, which have been communicated to the head teacher welfare, all students should leave the school by 8.20am and the day school by 3.05pm on the day of each closed weekend.

Unscheduled Staff Supervised Outings/Activities

On occasion, staff members may organise to take students to local shops or markets for a short period of time for the purpose of school shopping, student shopping or other boarding school business, or may also include the opportunity to attend local gymnasiums or sports facilities.

Boarding School Excursions/Outings

Boarding school personnel will organise and supervise a variety of excursions throughout the year as part of the school recreation program for boarding students. These outings will be arranged in accordance with the DoE Excursion Policy and will be authorised by the Deputy Principal. The excursions will involve travel by a variety of means according to the destination and may include travel by school vehicle/bus, or public transport.

These activities may include:

- Ice Skating
- Local Markets
- Beach trips
- Local Shopping Centre
- Local Swimming Centre
- Homebush Aquatic Centre Sydney Olympic Park
- Factory Outlets
- Local Cinema
- Darling Harbour
- Local restaurants
- Go Kart racing

Opal cards

Boarder passes will be provided for all students upon application by parents to SSTS (Transport NSW). Please consider purchasing an Opal card for times if your child wishes to take private trips within Sydney Metro.

Posters and Advertising

Students may place posters on the walls with blue tac in their dormitory area. It must be noted that posters that are considered offensive, inappropriate or in poor taste are not permitted. Posters that advertise cigarettes, alcohol, drugs or other provocative material are not permitted under DoE guidelines.

Other items advertising inappropriate material, such as glasses, clothes, doona covers etc are also forbidden.

News from home

Students enjoy receiving letters, packages and phone calls from home. Parents and other family members are encouraged to contact students as often as practical.

However, in the event that things go wrong and imparting bad news is necessary, it can be very difficult for a young person who is a long way from home to receive bad news over the phone. Therefore, parents/carers who need to deliver bad news to their child are asked to contact either the head teacher welfare or the deputy principal prior to speaking with them so that we can ensure appropriate support from staff and/or friends is available when they receive this news.

Drugs and Alcohol

The possession of non-prescribed drugs, drug-related implements, smoking, or taking an illegal drug, is against the law, DoE policy, and school rules. Furthermore, the school is obliged by the New South Wales DoE to report such illegalities to the police, and the District Office.

Students found to be in the possession of or consuming alcohol on the school premises or smoking within dormitory buildings are suspended.

Students are disciplined in accordance with DoE policy

Additional Protocols for Hurlstone Agricultural High School ... (June 2006).

Electrical Items

DoE regulations, policy, and Work Health and Safety (WHS) requirements ensure all electrical items brought into the school must be in a serviceable condition, tested and tagged every qualifying period with the tag clearly displayed.

Depending on the item, most electrical items require testing and tagging every 12 months. Items that are not tested and tagged must be removed from student use until it can be tested. It can be arranged for HAHS maintenance staff to conduct inhouse testing and tagging on most common electrical items.

Power boards with a circuit breaker may be used and also need to be tested. Electrical items such as fans, irons, hair straighteners and stereo equipment should be turned off when students are out of dormitories.

The use of a stereo system is permitted however, volume must be at a reasonable level in order to not disturb other boarders or residential staff.

Energy Conservation

In these modern times with contemporary national issues, the school aims to save resources wherever possible. Boarders are asked to assist with conserving energy by turning off electrical equipment such as air conditioners, lights, radios and fans when not in use or when leaving rooms, dormitories and common rooms.

As part of the school's efforts to conserve natural resources, every effort to save water is encouraged. Students are requested to have shorter showers and ensure taps are turned off properly when not required.

Laundry Needs

Located next to our Wellbeing Centre, HAHS has an inhouse commercial laundry, which offer laundry services to all boarders. All boarders should drop off their laundry on the designated mornings to the laundry and collect it at the end of the day.

All clothes, garments and items for washing must be labeled and placed in their laundry bag and accompanied with a laundry manifest to assist laundry staff reconcile and identify items if a name label comes off during the wash cycle.

It must be noted that boarder may choose to wash their own cloths in the domestic washing machines also provided; wet washing is not to be hung in dormitory areas, over fans, heaters, out of windows or on railings. Clothes lines are available if a student needs them.

Security

An external security contractor is engaged to provide overnight security for the boarding sector. They are located in the duty room and undertake a number of random patrols during the course of the night.

Boarders should ensure the secure their personal items in their wardrobe and lock it with their padlock or combination lock to prevent theft and use by other boarders. They should also ensure their windows and doors are closed and locked whilst at school for the day.

Senior boarders in individual rooms should lock their doors of their rooms when they leave to prevent possible incidents of theft. Valuables should be locked inside wardrobes at all times.

All students should ensure all their possessions are clearly labelled with their name and should report any missing items immediately using the appropriate form available from boarder administration.

Fire Safety Equipment

The school operates a back to base fire alarm system and security alarm system monitored by Chubb and School Security Unit respectfully.

Alarm screamers, fire hoses, fire extinguishers, emergency lighting, exit signs, smoke detectors, door closers and door handles are all considered vital safety equipment to save lives. Whilst these systems undergo regular inspection and tested through each scholastic year, they must always be in a serviceable condition to help save lives, therefore, deliberate tampering or interfering with safety equipment is forbidden and is a criminal offence and will be treated as such.

Any damage to this equipment must be reported immediately to boarder administration for immediate action and/or repair.

Maintenance and Breakages

The school has dedicated maintenance team to maintain and/or repair essential services, infrastructure, buildings and equipment.

The school expects students to respect and care for their surroundings and facilities, however, also understands that accidental damage or breakages will occur to school property or equipment at times. In such an event, it needs to be reported immediately to boarder administration for prompt repair. The school will meet the costs of accidental damage.

Boarders identifying an issue with services or damage to building infrastructure or equipment should notify the duty team leader as soon as practicable for the maintenance team to repair.

Roofs and Trees

If a ball or other property lands on a roof or in a tree, students should refer it to boarder administration for possible retrieval by maintenance staff.

Due to the high risk and potential for injury, students are never permitted to climb on roofs or up trees.

Farm

As one of the largest selective agricultural high schools in the state, we are blessed with a magnificent school farm within the confines of the Glenfield precinct. The farm operates a range of enterprises for agricultural educational learning outcomes and is a key focal point why many students select HAHS as their high school of choice.

Many boarders become involved in daily farm activities through agricultural classes or through the school's Rural Youth group program.

The Rural Youth Program allows students to develop leadership skills and links to the farm and agriculture. All of our show teams emerge from this training program



Library

The school library is open for all students from 8.30am to 5.15pm and for boarder students from 6.30pm to 8.00pm Monday to Thursday.



Sport Facilities

The school has a range of sporting facilities available for all student to access during school hours and for boarders to use during after school hours. This is accessible by requesting permission at boarder administration.

Facilities include the football field, outdoor sand volleyball court, undercover basketball courts, cricket nets, undercover netball courts, and three tennis courts.



Wellbeing Centre

The Wellbeing Centre is a wellbeing facility with the primary function to cater for boarder wellbeing matters, and also serves as the school sickbay for all students during school hours. Boarders are welcomed and encouraged to attend to discuss a variety of wellbeing issues and personal health matters impacting on their lives.

It is staffed by a registered nurse contracted through an external service provider that is able to sustain ongoing and changing healthcare requirements. Equipped with hospital style beds, bathroom facilities, it also has a treatment room where boarders are able to receive their prescription medication and/or present for various health ailments.

The facility's normal operational time is from 7.30am to 11.00pm each day, however, obtaining nurses through the contracted service provided enables short notice to request a nurse for an overnight shift from 11.00pm to 7.30am when the need arises providing appropriate care for each boarder.

The deputy principal or residential representative will advise parents/carers if their child is sent for medical treatment off site or for ambulance notifications.

Medical and Health Procedures for Students Accidents, injuries or illness

A Medicare card is essential for all students as it needs to be presented for all medical appointments.

In the event of an accident, injury or illness students should be taken or go directly to Wellbeing Centre for assessment and administration of first aid by the nurse. Except for the requirement to call an ambulance under mandatory injury protocols, and depending on the nature of the injury, the nurse will assess and determine when a student requires external medical attention and will proceed with the necessary arrangements to notify parents.

A residential staff member will always accompany students to hospital and in some cases to a medical centre. Students who have been injured as a result of an accident at school or during a school activity are required to complete an accident report.

Medical Information

Parents together with their health care professionals must complete the Student Medical Information form and submit to the school prior to the student taking up residence. If the medical plan for your child changes, a new Student Medical Information form must be lodged with the school.

While every effort is made to provide first aid through our registered nursing staff, there may be times when your child's condition is more serious and requires specialist care. This may involve the attendance to a medical practitioner and/or an external healthcare facility (Medical Centre/Hospital). The deputy principal or residential representative will advise

parents/carers if their child is admitted to an external facility to obtain more appropriate level of diagnosis and/or healthcare treatment.

Medication

It is the parents'/carers' responsibility to arrange prescription medications to be packaged in a Webster pack in order to assist in the ongoing management and security of the medication, as it must be stored, managed and administered by the nurse at the Wellbeing Centre. When volume of medication is low or close to its used by date, the nurse will arrange for the parent/carer to be informed.

Student medication, including non-prescription medications must be stored and administered at the Wellbeing centre by the nurse, unless a prearranged self-administration of medication is part of a negotiated health care plan.

Students who are asthmatic, diabetic or who have anaphylactic reactions are permitted to keep their medications with them; however, an additional supply should also be kept in the Wellbeing Centre. **(See section School Policies and Procedures – Medical and Medication).**



Catering Services

HAHS has engaged the services of Catercare Australia under a NSW State government contract to provide the culinary requirements to each and every boarder. As an industry leading contract catering, accommodation and facility management service provider, Catercare are proudly 100% Australian owned and operated.

They have been providing high quality meals to HAHS since 2015 and have been granted an extension to contract to April 2023. Further information about Catercare can be obtained on their website catercare.com.au

As a boarder your child will have all primary meals provided at the dining room, with all meals being controlled for their nutrition and protein values.



Parent/Community Organisations

The Boarder Parent Welfare Support group consists of elected representatives of the boarder parent body, and meets once per term, usually on Saturdays. Elections are held for the group every year during Annual General Meeting in April/May.

The group represents the boarding school community in determining broad boarding school policies to assist the Principal and school boarding staff in planning and managing the boarding school operations.

Communication between School and Families

Parent/family/emergency contact details

Parents are requested to ensure that all family and emergency contact details are kept up to date at all times. Please contact the boarder administration and day school office to update contact and other information as necessary.

Whom do you Contact?

With day school matters first contact the classroom teacher. If further information is needed contact the relevant head teachers or year advisors/welfare team.

Travel Arrangements

Travel Passes

Student travel is coordinated by the deputy principal – boarding, with assistance from the school administration office. Most students are entitled to free travel to and from their home via Transport NSW travel and are issued with a Boarder Pass. Application forms for these passes are available online.

To be eligible for such a pass, students must be a resident of New South Wales. Students whose permanent home is in the ACT or another state are not entitled to this pass. The pass is used for weekend and end of term travel home and return to school in New South Wales only. It cannot be used for activities such as school excursions, sport and work experience. Travel must be by the shortest and most economical approved route between the student's home and the school. It is only available from the rail station or Transport NSW coach stop closest to the student's home and school. Journeys cannot be broken.

Boarders who live in the Sydney metropolitan area may apply for an OPAL Student concession card instead. This allows them to travel to and from school on school days only and cannot be used on weekends. Students with a concession card are not entitled to a free pass for weekend and vacation travel.

Travel to destinations other than home must be arranged and paid for by the student or parents/carers. This can sometimes be quite expensive. Students must carry their rail passes with them at all times whilst travelling between school and home. A new application form must be filled out if they change their address.

Changes to bookings

Students journeys to destinations other than home must also be organised and paid for by parents, as boarder passes only cover travel to and from home.

All tickets are sent to the boarding school by Transport NSW few days prior to departure and are then distributed to students who need to check that their tickets are as requested. Any errors with the bookings must be notified to school administration staff immediately so Transport NSW can be advised and issue an amended ticket. Home destination arrival times as well as departure times are clearly marked on tickets and it is up to students to ensure that parents are informed of these arrival/departure times. Be aware that travel times can vary particularly when using the bus.

Non-closed weekends

Students may travel to and from home on Friday to Monday depending on the distance. Students required to travel on any other day must collect an authority to travel form from the school to entitle them to free travel.

Cancellations/Changes

Parents and students are asked to avoid wherever possible cancelling coach travel at the last minute. Changes to travel in the week prior to departure are generally not accepted by Transport NSW. Parents must phone 132232 for any trip cancellations.

Correct Use of Travel Pass

Students may only travel using their own Weekend Boarder Pass or Cityrail Pass to their home destination as incorrect use may result in the cancellation of student passes resulting in all future travel being at full cost.

Baggage Allowance on Coaches and Trains

Countrylink ticketing rules indicate:

- Two pieces of luggage are permitted per ticketed passenger or heavy luggage 5-20 kg to be no larger than 60cm high x 70 cm long x 50 cm wide
- Candy striped bags are only accepted if they are of medium size, contain clothing and soft items and do not exceed 15kg.
- In addition to two pieces of checked in luggage, passengers can take one piece of hand luggage on board the coach. Such hand luggage must not exceed 30cm in height, 50cm in length, and 30cm in width. Hand luggage on board the coach must be stowed under the seat.

Note that Countrylink makes no special arrangements for Y12 HSC students taking extra books home. There is limited space on all Countrylink services for checked in luggage. Countrylink reserves the right to limit the acceptance of checked luggage at any time.

Term Dates & Closed Weekends for 2022

Term 1	
Years 7, 11 and 12 students return	Monday 31 January 2022 <i>(after 3:05pm)</i>
Years 8, 9 and 10 students return	Tuesday 1 February 2022 <i>(after 3:05PM)</i>
Years 7, 11 and 12 students commence	Tuesday 1 February 2022
Years 8, 9 and 10 students commence	Wednesday 2 February 2022
Closed weekend students depart	Friday 4 March 2022 <i>(before 3:05PM)</i>
Closed weekend students return	Sunday 6 March 2022 <i>(after 3:05PM)</i>
Last Day of Term 1	Friday 8 April 2022
End of Term 1 students depart	Friday 8 April 2022 <i>(before 3:05PM)</i>

Term 2	
Beginning of Term 2 students return	Tuesday 26 April 2022 <i>(after 3:05PM)</i>
Years 7 - 12 students commence	Wednesday 27 April 2022
Closed weekend students depart	Friday 10 June 2022 <i>(before 3:05PM)</i>
Closed weekend students return	Monday 13 June 2022 <i>(after 3:05PM)</i>
Last Day of Term 2	Friday 1 July 2022
End of Term 2 Students depart	Friday 1 July 2022 <i>(before 3:05PM)</i>



Term 3

Beginning of Term 3 students return	Monday 18 July 2022 <i>(after 3:05PM)</i>
Years 7 - 12 students commence	Tuesday 19 July 2022
Closed weekend students depart	Friday 26 August 2022 <i>(before 3:05PM)</i>
Closed weekend students return	Sunday 28 August 2022 <i>(after 3:05PM)</i>
Last Day of Term 3	Friday 23 September 2022
End of Term 3 Students depart	Friday 23 September 2022 <i>(before 3:05PM)</i>

Term 4

Beginning of Term 4 students return	Sunday 9 October 2022 <i>(after 3:05PM)</i>
Years 7 - 12 students commence	Monday 10 October 2022
Closed weekend students depart	Friday 11 November 2022 <i>(before 3:05PM)</i>
Closed weekend students return	Sunday 13 November 2022 <i>(after 3:05PM)</i>
Last Day of Term 4	Monday 19 December 2022
End of Term 4 students depart	Monday 19 December 2022 <i>(before 3:05PM)</i>



School Policies and Procedures

Emergencies and Evacuations

Evacuation procedures are regularly reviewed and practiced within the boarding school sometimes with warning and other times without. All students are trained in evacuation procedures and must respond promptly to all alarms following the school procedures.

To assist in emergency and evacuation procedures, boarders are required to keep doors unlocked when inside their room to enable quick access to impart information and/or provide directions.

Fire Alarm Procedures

In the event of a fire alarm all students are required to quickly and orderly evacuate the buildings via their nearest exit and proceed to their evacuation areas for a roll call. All students are to remain at their assembly areas until the buildings are declared safe by the fire brigade.

- The evacuation point for all boys is Room 48.
- The evacuation point for all girls is classroom CR1/2.

Dining Room and Kitchen Procedures

Students must attend breakfast and dinner each day.

Students are responsible for clearing their table, placing scraps and rubbish in bins and returning their plate and cutlery to the trolleys provided.

Students are not permitted to enter the commercial boarding kitchen at any time.

Early Breakfast is available to students from 6:30am in the dining room if required. Students must place a note on their door stating the reason for early breakfast eg. excursions, Period 0 class, sport training.

Dress Standards Students must wear school uniform at breakfast and lunch on school days. Neat casual clothes must be worn at all other times. Shoestrings, bare midriffs, sheer vests or dirty or torn clothing are not allowed in the dining room for any meal.

Students may order a lunch to take on excursions/day school activities. Orders must be placed the day before it is needed and collected on the morning of the excursion/activity.

Workplace Health and Safety

Hurlstone is committed to protecting the health and safety of all students and staff and follows departmental WHS policy and protocols. The school management consults with staff and students in implementing safe practices and systems to ensure the health, safety and welfare of all students and employees.

Pandemic

During a pandemic, the school receives health advice from the Ministry of Health and DoE's WHS directorate as required. Protocols are reviewed, amended and implemented each day in order to protect the health and safety of all students and staff and follow departmental procedures to report and assist students onsite, and ensure staff follow their obligation in terms of reporting and isolation to restrict any contamination or transfer of infection.

Prep (Homework-Study Time)

Prep consists of homework, assignments and preparation for school the next day, revision of past work and study for exams. If all of these have been completed each night students are expected to read a novel for the remainder of the session.

Year group	Prep times and notes (prep time – 6.30pm – 8.00pm)
Year 7 - 9	Prep is conducted in the library
Year 10, 11 & 12	Students may study in their own rooms.



Right Place at the Right Time

Monday –Friday

7.00am – 8.15am

Year	Task
7-12	<ul style="list-style-type: none"> • Out of bed – student responsibility to set alarm and not rely on duty staff. • Prepare for school by showering, dressing, making beds and cleaning area ready for Bed Inspection (BI) • BI at 7.20am – this will include room/common area inspections and uniform checks • Breakfast: 7.30am - 8.00am (latest arrival at 7.45am) • Team leaders and captains make any announcements • Ensure tables are clean before leaving the dining hall • All students are to leave for day school by 8.15am

3.05pm – Dinner (5.30pm)

Year	Allowed	Out of Bounds
7-12	<ul style="list-style-type: none"> • Library (until 5.15pm) • Common rooms • In areas around dormitory blocks • On tennis courts, basketball courts, oval, cross country track – with staff permission. Boarders must sign out for Oval and Cross country. • Dinner: 5.30pm - 6.00pm 	<ul style="list-style-type: none"> • Day school areas • Area between - Z and C block • Farm and dairy areas



6.00pm – 6.30pm (Monday – Thursday)

Year	Allowed
7-12	<ul style="list-style-type: none"> COLA, OVAL 1 and Tennis Courts ok to be used during daylight hours with permission by duty team. Student must sign out with a team member. To be indoors in common room or dorm Library (From 6.00pm – 6.30pm)

Prep: 6.30pm - 8.00pm (Monday – Thursday)

AFTER 8.00pm: Indoors in the following areas – common rooms, own block and dorms

Year	In Own Area/Block	Lights Out
7	8.30pm	9.00pm
8	8.30pm	9.00pm
9	9.00pm	9.30pm
10	9.30pm	10.15pm
11	9.30pm	10.30pm
12	9.30pm	10.30pm

Friday/Saturday/Sunday

6.00pm - 7.00pm

Year	Allowed
7-12	<ul style="list-style-type: none"> COLA and Tennis Courts ok to be used during daylight hours To be indoors in common rooms or own dorms

Saturday/Sunday:

Morning – 5.30pm

Year	Task
7-12	<ul style="list-style-type: none"> • Out of bed • Breakfast: 9.00am – 11.00am • Roll call/sight duty team member: <ul style="list-style-type: none"> ○ Morning: Roll call will be taken at breakfast from 9.00am. Students not present at breakfast must get their names marked off with a duty team member prior to 10.00am ○ Lunch: roll call will be taken in the dining room between 12.30pm – 1.00pm ○ Dinner: 5.45pm – 6.00pm ○ Bedtime: as per bedtime routine • Study/prep • Lunch: 11.30am – 1.00pm • Exercise in gym and cardio room (With staff supervision) • Organised and approved day leave • Oval, tennis courts, COLA • On tennis courts, basketball courts, oval, cross country track – with staff permission. Boarders must sign out for Oval and Cross country

Friday/Saturday

Dinner @ 5.30pm

AFTER DINNER: Indoors in the following areas – common rooms, own block and dorms.

Year	In Own Area/Block	Lights Out
7	9.00pm	9.30pm
8	9.00pm	9.30pm
9	9.30pm	10.00pm
10	10.00pm	10.30pm
11	10.00pm	10.30pm
12	10.00pm	10.30pm

Sunday**Dinner @ 5.30pm**

AFTER DINNER: Indoors in the following areas – common rooms, own block and dorms.

Year	In Own Area/Block	Lights Out
7	8:30pm	9.00pm
8	8:30pm	9.00pm
9	9.00pm	9:30pm
10	9:30pm	10.15pm
11	9:30pm	10.30pm
12	9:30pm	10.30pm

NOTE:

Failure to abide by the boarding school rules and regulations will lead to a consequence listed below.

Continued failure to abide by the boarding school rules and regulations will lead to a referral to boarding executive:

NOTE: Bed Inspection – BI

Action	Consequence
Late to meals	<ul style="list-style-type: none"> Community service 7.00am issued for the following morning
Failed BI	<ul style="list-style-type: none"> Re-BI issued to be checked at 3.30pm the same day 7.00am issued for the following morning
Leaving/returning without signing in/out or without leave	<ul style="list-style-type: none"> 5 mornings of 7.00am Community service for 5 days. Phone call to parents by team leader
Late to return from leave without notifying the duty team OR without notification from parents	<ul style="list-style-type: none"> 5 mornings of 7.00am Phone call to parents by team leader Community service

Action	Consequence
Failure to follow car usage policy (Please see school administration staff)	<ul style="list-style-type: none"> • 5 mornings of 7.00am • Phone call to parents by team leader • Community service • Car usage permission/authority may be revoked
Failure to leave for day school by 8.15am	<ul style="list-style-type: none"> • Community service • 7.00am issued for the following morning
In blocks after 3.00pm (weekdays) on closed weekends	<ul style="list-style-type: none"> • Cleaning duties (Breakfast and dinner) in the dining hall on return from closed weekend • 7.00am issued on return from closed weekend
Wednesday sport/Exam period: Failure to notify teacher on duty of your whereabouts if you are not present in your rooms	<ul style="list-style-type: none"> • Community service • 7.00am issued for the following morning
Out of bounds	<ul style="list-style-type: none"> • 5 mornings of 7.00am • Community service
Riding push bikes without a helmet or any high-risk behaviour	<ul style="list-style-type: none"> • 5 mornings of 7.00am • Community service
Phone use not permitted: Monday – Friday: Breakfast and dinner Weekends: Dinner	<ul style="list-style-type: none"> • 7.00am issued for the following morning

BI

- 7.20am: all boarders must be dressed ready for BI. Staff on duty will check your room and uniform. If instructed by the duty team, you will need to tidy your room or adjust your uniform before going to breakfast. You will only leave for breakfast after your room and your uniform has been checked by a duty team member.
- Living area should be neat and tidy i.e. items of clothing, shoes, books, food etc... should be off the floor, bed should be made and student should be dressed in the correct uniform.
- Laundry to be washed as per laundry roster.

Student issued with a 7.00am:

- This means reporting to the duty room in full school uniform
- You will be required to stay in the duty room until 7.30am
- Student to come prepared with reading material or schoolwork which can be completed during this time. This time is strictly a time-out session. No entertainment on devices.
- Failure to report to 7.00am will result in being referred to HTs welfare then to DP.

By 8.15am:

- Items such as fans, portable AC units, TVs, radios etc... should be switched off
- Leave for day school

Phone use:

- Phones to be away and out of sight during breakfast and dinner as specified on P3.

Examples of community service:

- Cleaning duties after evening meals or supper
- Paper recycling in the day/boarding school
- Letter of apology
- A presentation to peers after highlighting why the rule they broke exists in the first place
- Peer tutoring
- Maintaining common rooms

Online orders (Coles and Woolworths only):

- Can only be made on Tuesdays and Fridays.
- Deliveries must be made to be collected by the school admin during school hours (8.40am – 3.05pm)
- Boarders will be asked to collect their orders from the school admin office.

Common rooms: Dining Hall, E Block and Z Block common room





